

# Chapter 2

## The Rehire Process

### Learning Objectives

- ⇒ Define terms, concepts, and procedures related to the rehire process.
- ⇒ Use transaction code PA40 for processing rehires.
- ⇒ Complete the re-employment process of a retiree.

# Table of Contents

Chapter Overview .....	3
Verification of Previous Employment.....	3
Rehire Action .....	5
Actions (Infotype 0000) .....	6
Personal Data (infotype 0002) .....	7
Organizational Assignment (Infotype 0001).....	8
Monitoring of Tasks (Infotype 0091) .....	9
Date Specification (Infotype 0041).....	10
Addresses (Infotype 0006) .....	11
Other/Previous Employers (Infotype 0023).....	13
Additional Personal Data (Infotype 0077) .....	14
Residence Status (Infotype 0207) .....	15
Planned Working Time (Infotype 0007) .....	16
Basic Pay (Infotype 0008) .....	17
Bank Details (Infotype 0009) .....	18
Residence Tax Area (Infotype 0207) .....	20
Work Tax Area (Infotype 0208) .....	21
Unemployment State (Infotype 0009) .....	22
Withholding Info W4/W5 (Infotype 0210) .....	22
Family Member/Dependents (Infotype 0201).....	25
Communication (Infotype 0105) .....	26
Re-employment of Retiree .....	27
Personnel Actions .....	27
Actions (Infotype 0000) .....	28
Personal Data (Infotype 0002).....	29
Organizational Assignment (Infotype 0001).....	30

## Chapter Overview

Entering information for individuals rehired by a state agency is a two-step process. Step 1 is verification of individual's previous employment with the state. Step 2 involves using transaction *PA40* (Personnel Actions) to enter personnel information. The *Rehire* action is very similar to the *Hire* action. If the employee has a master data record, review infotypes for accuracy and modify as needed.




### Important!

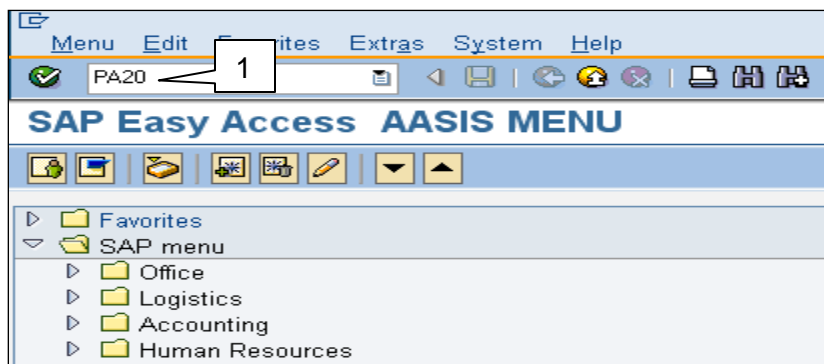
- An agency may rehire an individual only if the person is a former employee of the agency. If the rehired employee or retiree worked for a different agency, send the rehire paperwork to OPM for processing.
- A former employee terminated prior to June 24, 2001, and rehired after June 24, 2001, is treated as a new hire because their employment record is not in the AASIS system.
- A former employee who worked for the state after June 24, 2001, has a master data record in the AASIS system, and is treated as a rehire.


## Verification of Previous Employment

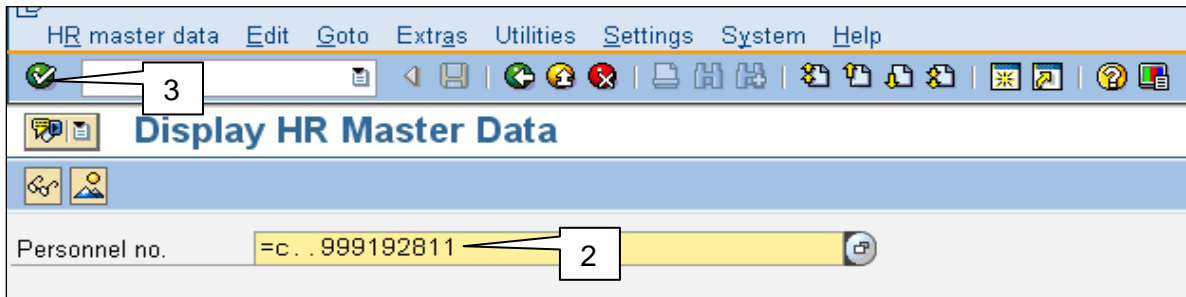
Prior to entering new hire information, the hiring agency must verify previous employment by using transaction *PA20* to search by the social security number.

### Action Steps:

1. Enter *PA20*. <Enter> .



2. In the Personnel no. field, enter **=c..#####** (where ### is the Social Security number.)
3. <Enter> .



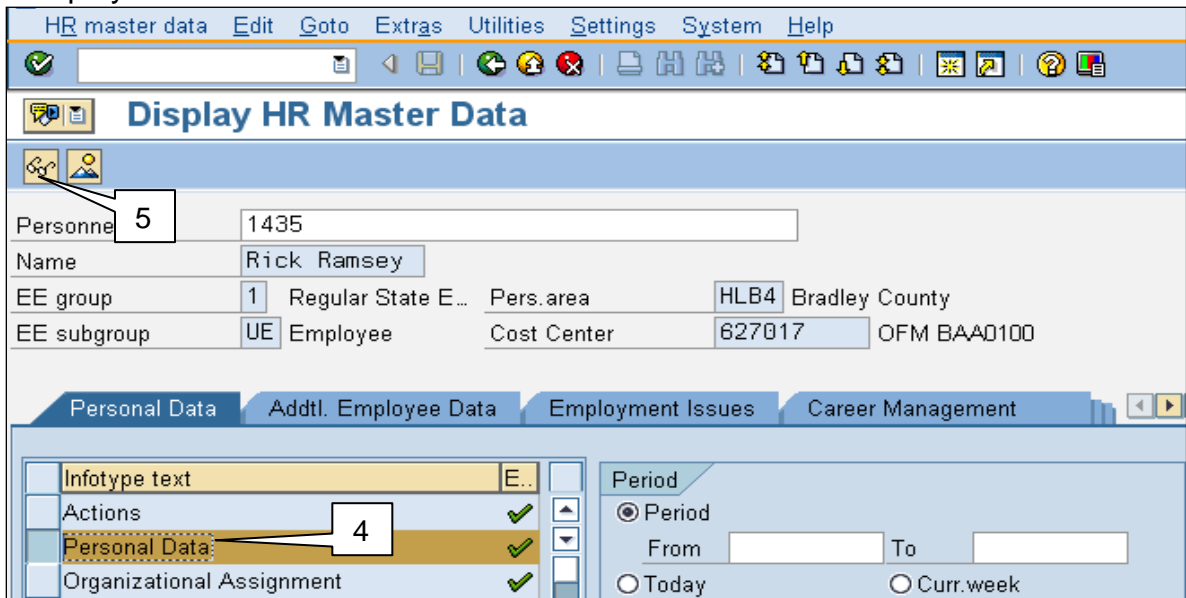
HR master data Edit Goto Extras Utilities Settings System Help

**Display HR Master Data**

Personnel no. =c..999192811

4. Select *Personal Data* (IT0002).

5. <Display> .



HR master data Edit Goto Extras Utilities Settings System Help

**Display HR Master Data**

Personnel 1435

Name Rick Ramsey

EE group 1 Regular State E... Pers.area HLB4 Bradley County

EE subgroup UE Employee Cost Center 627017 OFM BAA0100

Personal Data Addtl. Employee Data Employment Issues Career Management

Infotype text E..

Actions

Personal Data

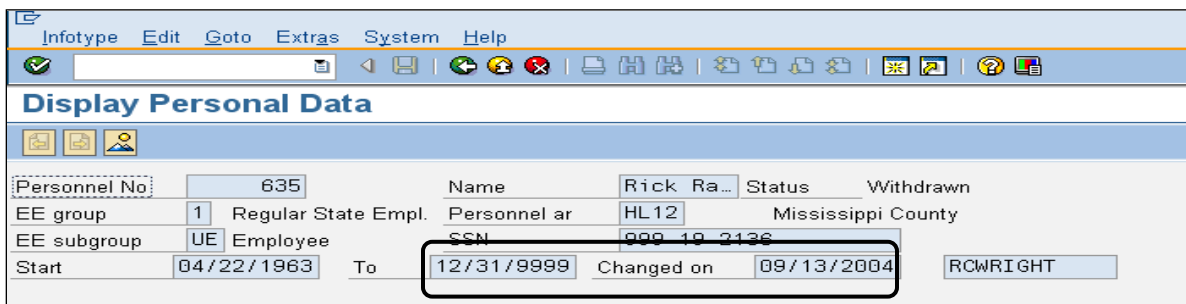
Organizational Assignment

Period

From To

Today Curr.week

Compare the social security numbers (SSN) to verify there is a match.



Infotype Edit Goto Extras System Help

**Display Personal Data**

Personnel No 635 Name Rick Ra... Status Withdrawn

EE group 1 Regular State Empl. Personnel ar HL12 Mississippi County

EE subgroup UE Employee SSN 099-18-2136


Start 04/22/1963 To 12/31/9999 Changed on 09/13/2004 RCWRIGHT

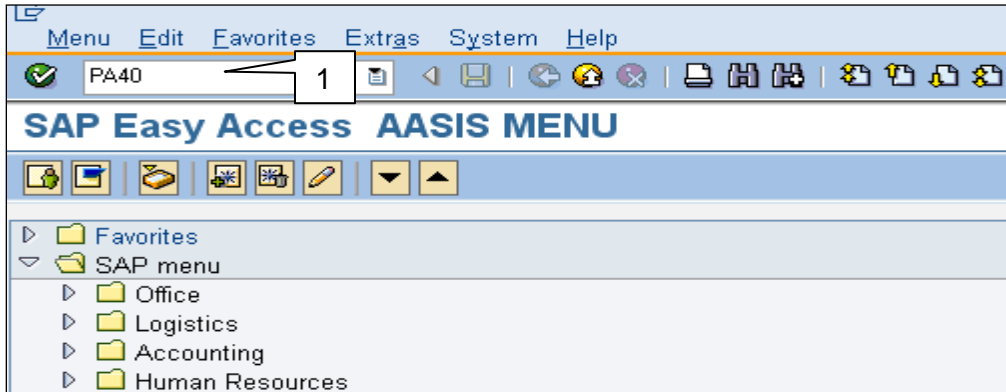
This is a former employee with a personnel number, so his information is entered using the *Rehire* action in *PA40*.


## Rehire Action

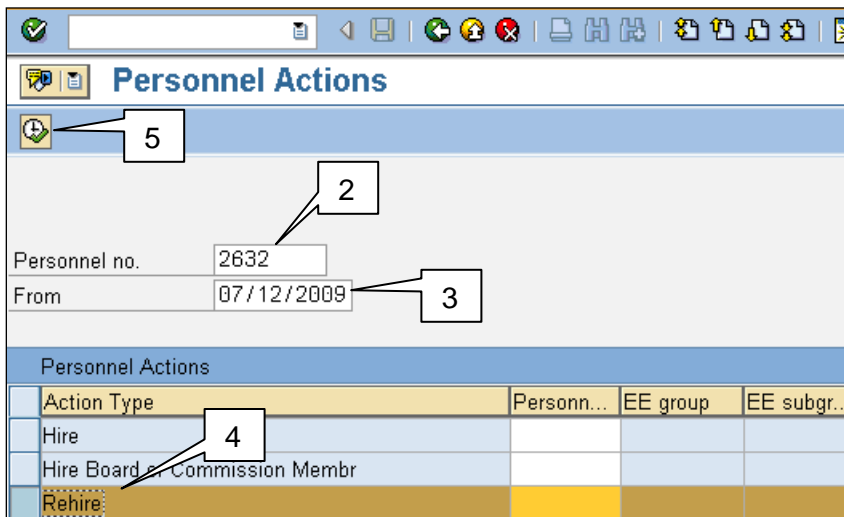
A *Hire Action* initially creates the infotype records so the completed records are available in the *Rehire* action. This does not mean all the information is correct. It is very important to verify all infotype screens for accuracy!

### Action Steps:

1. Enter PA40. <Enter> .





2. Enter the *Personnel no.*
3. Enter the hire date into the *From* field. Verify the hire date to ensure it is correct before saving.
4. Select *Rehire*.
5. <Execute> .







## Actions (Infotype 0000)

### Action Steps:

1. Select rehire for *Reason for Action*.
2. Enter the *Position* number.
3. <Enter> . The message below appears. <Green check mark> .



4. <Enter> . The system displays this message  Record valid from 06/26/2008 to 12/31/9999 delimited at end indicating that the previous record's end date is changed.
5. <Enter> .
6. <Save>  to save the information.

**Copy Actions**

Execute info group | Change info group

Pers.No. 2632  
 Name Freida Frank  
 EE group 1 Regular State Empl. Personnel ar PT36 Mt. Nebo State Park  
 EE subgroup UE Employee SSN  
 Start 07/12/2009 to 12/31/9999

**Personnel action**  
 Action Type Rehire  
 Reason for Action 01 Rehire

**Status**  
 Customer-specific No Concurrent Employment  
 Employment Active  
 Special payment Standard wage type

**Organizational assignment**  
 Position 22092023 PARK INTERPRETER  
 Personnel area PT36 Mt. Nebo State Park  
 Employee group 1 Regular State Empl.  
 Employee subgroup UE Employee



**Additional actions**

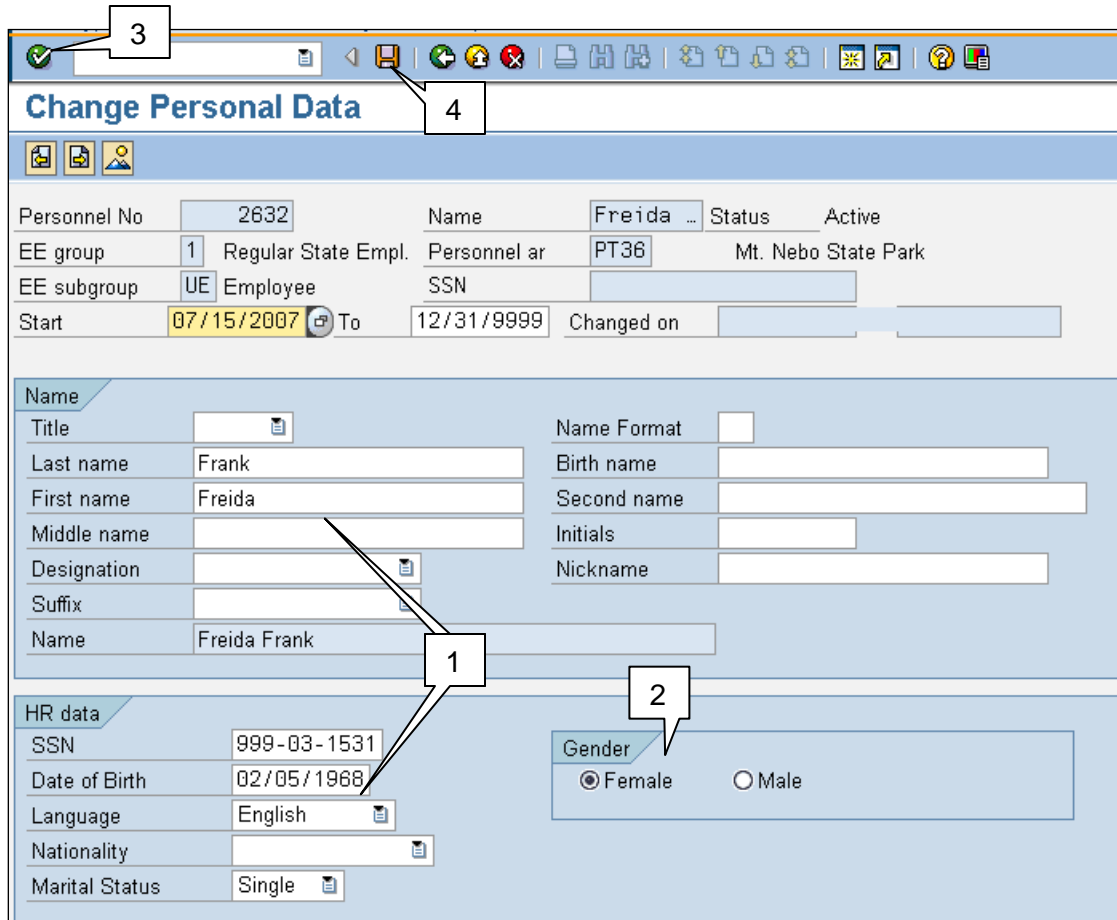
Start Date	Act.	Action Type	ActR	Reason for action

## Personal Data (infotype 0002)

Verify the personal information of the employee for possible changes.

### Action Steps:

1. Enter information such as *First name, Last name, Date of Birth, and SSN*.
2. Check the *gender* information. The system defaults to female.
3. <Enter>  to validate the information.
4. <Save>  to save the information.



**Change Personal Data**

Personnel No 2632 Name Freida ... Status Active  
 EE group 1 Regular State Empl. Personnel ar PT36 Mt. Nebo State Park  
 EE subgroup UE Employee SSN  
 Start 07/15/2007 To 12/31/9999 Changed on

**Name**

Title  
 Last name Frank  
 First name Freida  
 Middle name  
 Designation  
 Suffix  
 Name Freida Frank

Name Format  
 Birth name  
 Second name  
 Initials  
 Nickname

**HR data**

SSN 999-03-1531  
 Date of Birth 02/05/1968  
 Language English  
 Nationality  
 Marital Status Single

Gender  
☒ Female ☐ Male


Callout boxes indicate the following actions:

- Box 1: Points to the 'Name' section, specifically the 'First name' field.
- Box 2: Points to the 'Gender' section, specifically the 'Female' radio button.
- Box 3: Points to the 'checkmark' icon in the top toolbar.
- Box 4: Points to the 'save' icon in the top toolbar.



## Organizational Assignment (Infotype 0001)

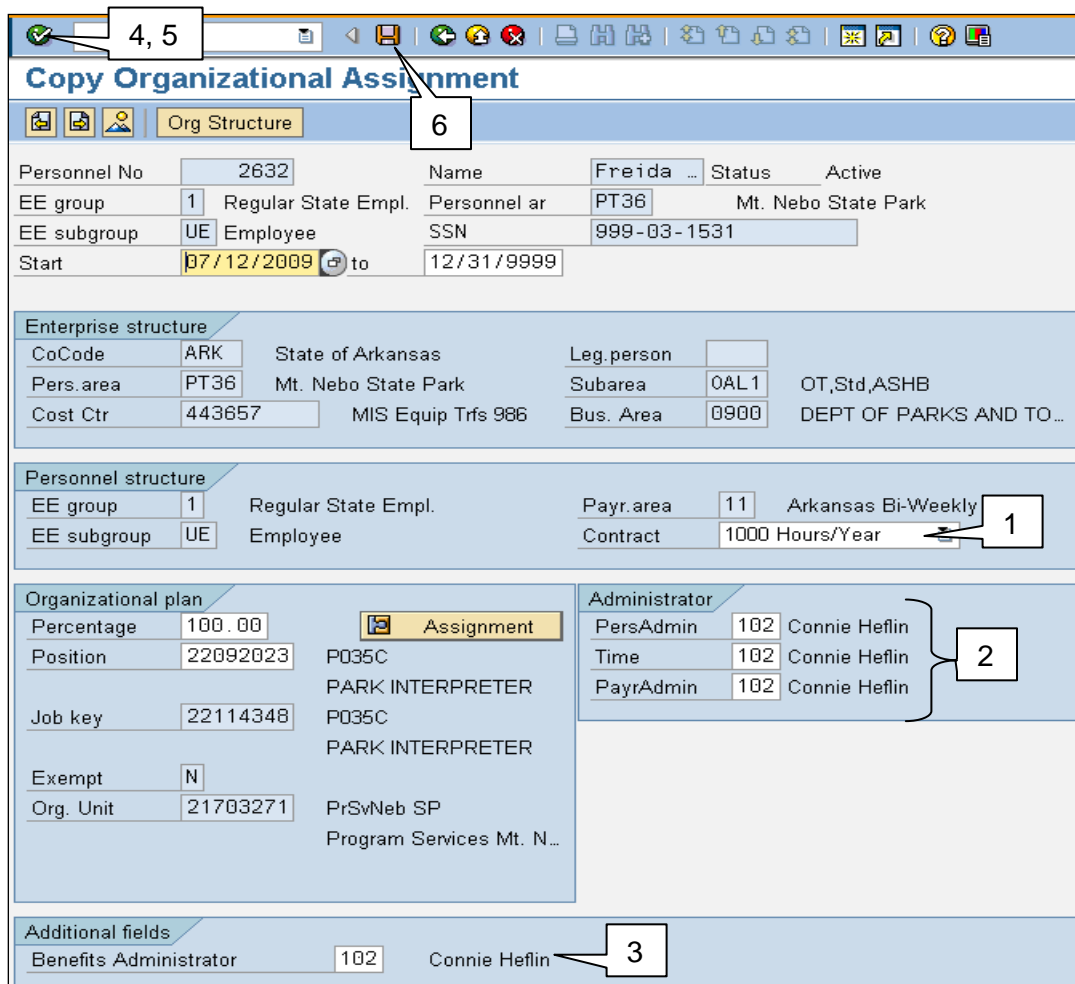
The work contract field is selected and the administrators are updated.

### Action Steps:

1. Select the type of *work contract*.
2. Under *Administrator*, select the *PersAdmin*, *Time*, and *PayrAdmin* administrators.
3. Under *Additional fields*, select *Benefits administrator*.
4. <Enter> . The system displays this message

 Record valid from 06/26/2008 to 12/31/9999 delimited at end indicating the previous record's end date is changed.

5. <Enter>  to validate the information.
6. <Save>  to save the information.



The screenshot shows the 'Copy Organizational Assignment' screen in SAP. The interface includes a top toolbar with various icons, a title bar, and several data entry sections. Numbered callouts highlight specific fields and actions:

- Callout 1:** Points to the 'Contract' field in the 'Personnel structure' section, which is set to '1000 Hours/Year'.
- Callout 2:** Points to the 'Administrator' section, specifically to the 'PersAdmin', 'Time', and 'PayrAdmin' fields, all of which are set to '102 Connie Heflin'.
- Callout 3:** Points to the 'Benefits Administrator' field in the 'Additional fields' section, which is set to '102 Connie Heflin'.
- Callout 4:** Points to the 'Start' date field in the 'Personnel No' section, which is set to '07/12/2009'.
- Callout 5:** Points to the 'End' date field in the 'Personnel No' section, which is set to '12/31/9999'.
- Callout 6:** Points to the 'Save' button in the top toolbar.

The form contains the following data sections:

- Personnel No:** 2632, Name: Freida ..., Status: Active, EE group: 1 Regular State Empl., Personnel ar: PT36 Mt. Nebo State Park, EE subgroup: UE Employee, SSN: 998-03-1531, Start: 07/12/2009 to 12/31/9999.
- Enterprise structure:** CoCode: ARK, State of Arkansas, Leg.person: , Pers.area: PT36, Mt. Nebo State Park, Subarea: 0AL1, OT,Std,ASHB, Cost Ctr: 443657, MIS Equip Trfs 986, Bus. Area: 0900, DEPT OF PARKS AND TO...
- Personnel structure:** EE group: 1 Regular State Empl., Payr.area: 11 Arkansas Bi-Weekly, EE subgroup: UE Employee, Contract: 1000 Hours/Year.
- Organizational plan:** Percentage: 100.00, Position: 22092023 P035C PARK INTERPRETER, Job key: 22114348 P035C PARK INTERPRETER, Exempt: N, Org. Unit: 21703271 PrSvNeb SP Program Services Mt. N...
- Administrator:** PersAdmin: 102 Connie Heflin, Time: 102 Connie Heflin, PayrAdmin: 102 Connie Heflin.
- Additional fields:** Benefits Administrator: 102 Connie Heflin.



## Monitoring of Tasks (Infotype 0091)




This infotype is optional. It stores additional data about the employee, along with deadlines and reminder dates. Dates your agency may choose to monitor are:

- End of Probation,
- Catastrophic Leave,
- DROP Start Date and End Date,
- Driver's License Expiration,
- End of Leave,
- Performance Evaluation Date



If no information is entered, click <Next record>  to advance to the next infotype.

### Action Steps:

1. Select *task type*.
2. Enter *Date of Task*. The reminder date defaults.
3. Enter *Comments*. (This is optional.)
4. <Enter>  to validate the information.
5. <Save>  to save the information.
6. <Next record>  to advance to the next infotype.

The screenshot shows the 'Create Monitoring of Tasks' SAP form. The form is divided into several sections: Personnel, Task, Reminder, and Comments. Numbered callouts indicate the following steps:

- 1**: Points to the 'Task Type' dropdown menu, which is currently set to 'End of Probation'.
- 2**: Points to the 'Date of Task' field, which contains the date '1/12/2010'.
- 3**: Points to the 'Comments' text area, which contains the text 'Conduct a six month review.'
- 4**: Points to the 'Enter' button (a green checkmark icon) in the top toolbar.
- 5**: Points to the 'Save' button (a floppy disk icon) in the top toolbar.
- 6**: Points to the 'Next record' button (a right arrow icon) in the top toolbar.

The 'Personnel' section shows the following data:

Personnel	2632	Name	Freida ...	Status	Active
EE group	1 Regular State Empl.	Personnel ar	PT36	Mt. Nebo State Park	
EE subgroup	UE Employee	SSN			

The 'Task' section shows the following data:

Task Type	End of Probation	Processing indicator	New task
Date of Task	1/12/2010		

The 'Reminder' section shows the following data:

Reminder Date	
Lead/follow-up time	

The 'Comments' section shows the following data:

Comments	Conduct a six month review.
----------	-----------------------------

## Date Specification (Infotype 0041)

For a rehire, re-employment of retiree, or a hire from a non-participating agency, adjustment of date types may be required. *Career Service Date* and *Leave Accrual Date* must be adjusted based on prior years of service. If *Leave Accrual Date* is left blank, a red error message displays and you will not be allowed to continue the data entry process. If the dates are unknown, use the latest hire date. Contact OPM to determine if these dates must be revised because they affect the length of time employed for career service awards and leave accrual dates.

### S.T.A.R. Employees

Upon rehiring a State Temporary Employee Active in Retirement (STAR), use the next available field on this infotype, click on the drop down box, and select *STAR start date*, and enter the STAR employee start date.


#### Action Steps:

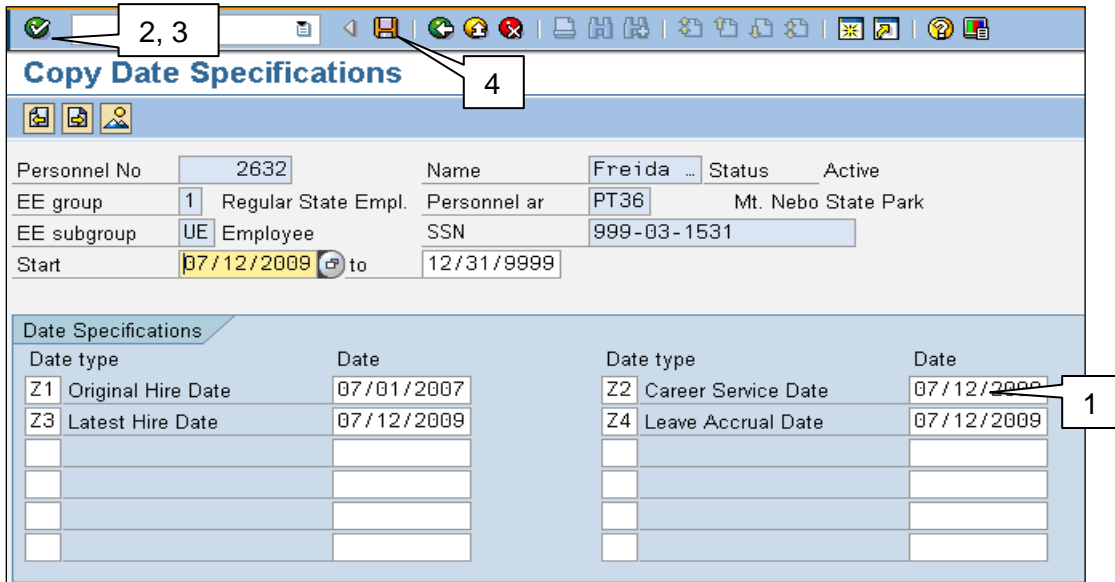
1. Enter *Leave Accrual Date* and *Career Service Date*.

2. <Enter> . The system displays this message

 Record valid from 07/01/2007 to 12/31/9999 delimited at end indicating the previous record's end date is changed.

3. <Enter>  to validate the information.

4. <Save>  to save the information.



Personnel Data	
Personnel No	2632
Name	Freida ...
Status	Active
EE group	1 Regular State Empl.
Personnel ar	PT36 Mt. Nebo State Park
EE subgroup	UE Employee
SSN	999-03-1531
Start	07/12/2009 to 12/31/9999

Date Specifications	
Date type	Date
Z1 Original Hire Date	07/01/2007
Z2 Career Service Date	07/12/2009
Z3 Latest Hire Date	07/12/2009
Z4 Leave Accrual Date	07/12/2009

## Addresses (Infotype 0006)

This infotype contains two subtypes: business address and permanent home address.



### Pointers:

- Address line 1 includes space for 40 characters.
- Key the zip code, without using a hyphen, i.e. 722012525.
- Address line 2 is no longer available for use.


### Business Address

This infotype stores the employee's business address based on the position's personnel area. If the personnel area is correct but the business address is wrong, contact the AASIS Help Desk at 683-2255.

### Action Steps:

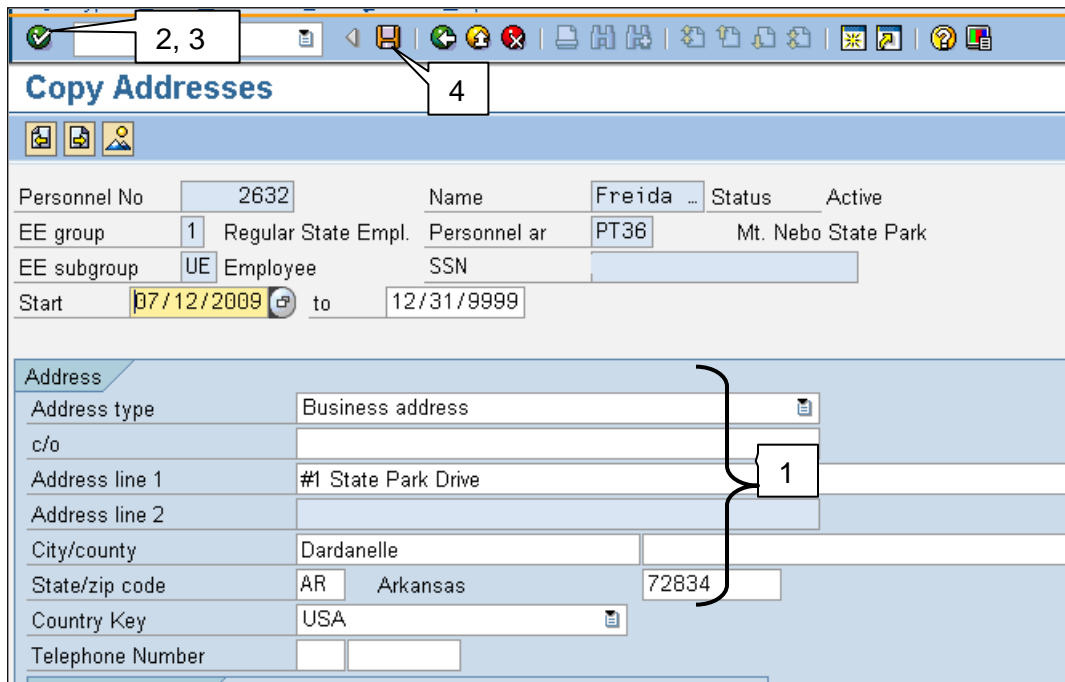
1. Verify the business address and add the phone number.

2. <Enter> . The system displays this message

 Record valid from 07/01/2007 to 12/31/9999 delimited at end indicating the previous record's end date is changed.

3. <Enter>  to validate the information.

4. <Save>  to save the information.



**Copy Addresses**

Personnel No 2632 Name Freida ... Status Active

EE group 1 Regular State Empl. Personnel ar PT36 Mt. Nebo State Park

EE subgroup UE Employee SSN

Start 07/12/2009 to 12/31/9999

**Address**

Address type Business address

c/o

Address line 1 #1 State Park Drive

Address line 2

City/country Dardanelle

State/zip code AR Arkansas 72834





Country Key USA

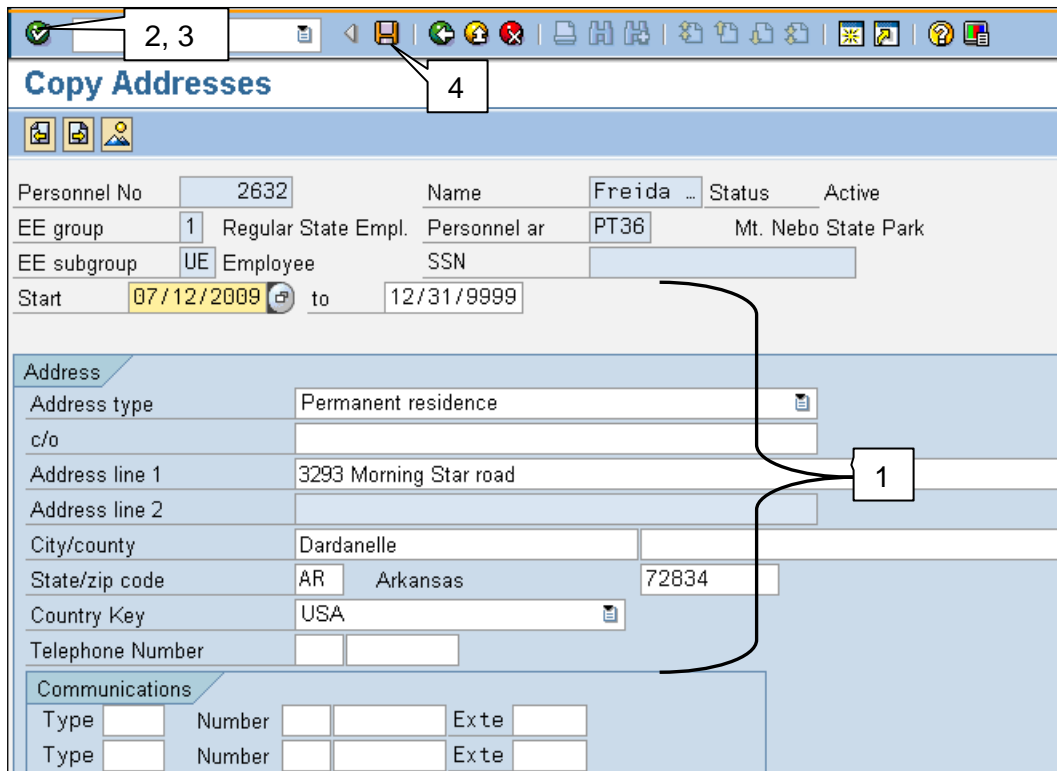
Telephone Number

## Permanent Address

This infotype stores the employee's permanent home address which is used for W-2's and for paper warrants (unless *Direct Deposit* is selected.)

### Action Steps:

1. Enter the *permanent residence* (street, city, state, zip code, and phone number.)
2. <Enter> . The system displays this message  
 Record valid from 07/01/2007 to 12/31/9999 delimited at end indicating the previous record's end date is changed.
3. <Enter>  to validate the information.
4. <Save>  to save the information.



**Copy Addresses**

Personnel No 2632 Name Freida ... Status Active

EE group 1 Regular State Empl. Personnel ar PT36 Mt. Nebo State Park

EE subgroup UE Employee SSN

Start 07/12/2009 to 12/31/9999

**Address**

Address type Permanent residence

c/o

Address line 1 3293 Morning Star road

Address line 2

City/county Dardanelle

State/zip code AR Arkansas 72834

Country Key USA

Telephone Number

**Communications**

Type Number Exte

Type Number Exte

Callout 1 points to the Address line 1 field.

Callout 2, 3 points to the green checkmark icon in the top left.

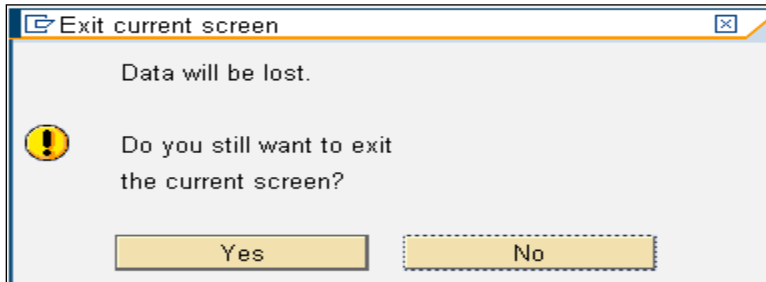
Callout 4 points to the floppy disk icon in the top toolbar.

## Other/Previous Employers (Infotype 0023)



This optional infotype maintains information relating to the employee's present and previous employers.



If information is not entered, click <Next Record>  and Click Yes to continue to the next screen.








### Action Steps:

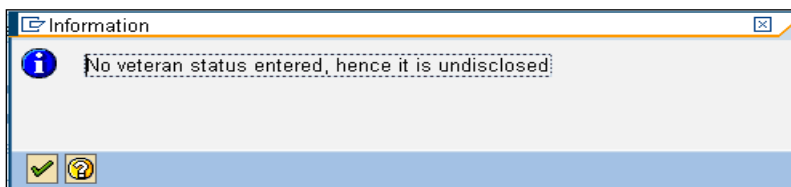
1. Enter the *Start /to* date (this is the timeframe in which the person worked for a previous employer), name, city of previous employer.
2. <Enter>  to validate the information.
3. <Save>  to save the information.

## Additional Personal Data (Infotype 0077)

This infotype stores additional employee personal data related to *Ethnic Origin* and *Military Status*. This information is very important because it is required for several personnel administration reports such as EE04 reports to the Federal government and to the EEOC (Equal Employment Opportunity Commission.) If the employee has a documented disability, complete the *Disability* section.

### Action Steps:

1. Enter the *Ethnic origin*.
1. Enter *Military status* and *Veteran Status*. If the employee has not served in the military, select *Non-veteran* under *Veteran Status*.
2. <Enter>  - The system displays this message  
 Record valid from 07/01/2007 to 12/31/9999 delimited at end indicating the previous record's end date is changed.
3. <Enter>  to validate the information.
4. <Save>  to save the information. If no veteran status is entered, a message box appears, <Green check mark>  to continue.



The screenshot shows the 'Copy Additional Personal Data' form. At the top, a toolbar contains icons for various actions, with callouts 3, 4, and 5 pointing to specific icons. The form fields are as follows:

Personnel No	2632	Name	Freida ...	Status	Active
EE group	1 Regular State Empl.	Personnel ar	PT36	Mt. Nebo State Park	
EE subgroup	UE Employee	SSN			
Start	07/12/2009	To	12/31/9999		





Below the table, the 'Additional Personal Data' section includes:

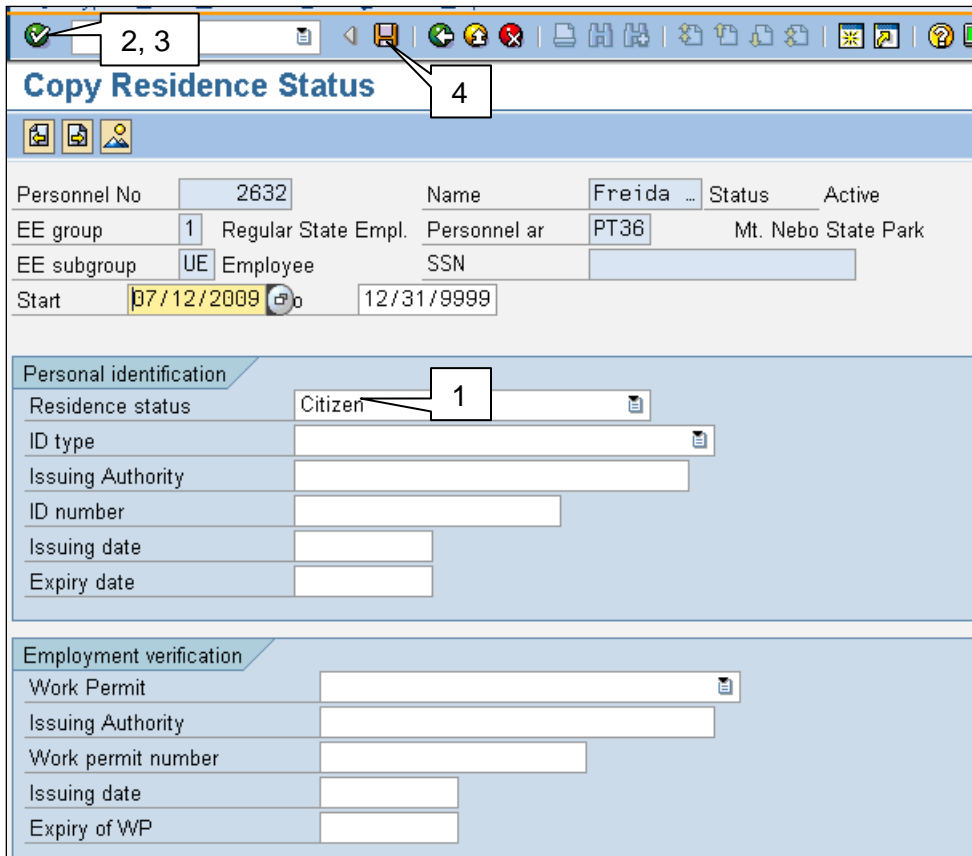
- Ethnic origin:** A dropdown menu showing 'White/Not Hispanic origin' (callout 1).
- Military status:** A dropdown menu (callout 2).
- Veteran Status:** A group of checkboxes:
  - ☐ Special disabled veteran
  - ☐ Vietnam-era veteran
  - ☐ Other Protected Veteran
  - ☐ Non-veteran
- Disability:** A section with checkboxes and text fields:
  - ☐ Disability
  - Disability Date:
  - Date Learned:

## Residence Status (Infotype 0207)

This mandatory infotype stores Employment Eligibility Verification taken from the I-9 Federal forms. If “Non-resident alien” is selected, complete subtypes US01 Visa Information (US) and US02 I-94 Records (US) which appear next. This screen must be completed and entries saved!

### Action Steps:

1. Enter the *residence status*.
2. <Enter> . The system displays this message  
 Record valid from 07/01/2007 to 12/31/9999 delimited at end indicating the previous record's end date is changed.
3. <Enter>  to validate the information.
4. <Save>  to save the information.



**Copy Residence Status**

Personnel No 2632 Name Freida ... Status Active  
 EE group 1 Regular State Empl. Personnel ar PT36 Mt. Nebo State Park  
 EE subgroup UE Employee SSN  
 Start 07/12/2009 12/31/9999

**Personal identification**

Residence status Citizen 1  
 ID type  
 Issuing Authority  
 ID number  
 Issuing date  
 Expiry date

**Employment verification**







Work Permit  
 Issuing Authority  
 Work permit number  
 Issuing date  
 Expiry of WP

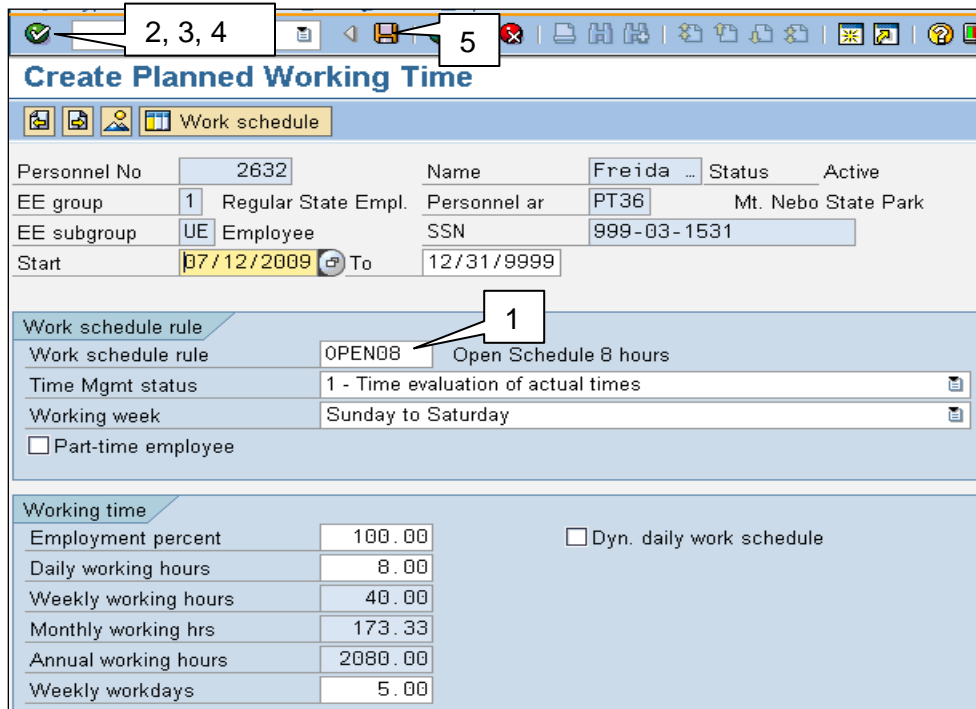
## Planned Working Time (Infotype 0007)

This infotype stores the employee's work schedule. The most commonly used work schedule is automatically assigned to the employee based on the employee's group, subgroup, personnel area, and subarea. The *Employment Percent* field defaults to 100% for the employee's working time.

For employees who are part-time or extra-help (less than 100%), you must adjust the employment percentage.

### Action Steps:

1. Verify work schedule and make any necessary changes.
2. <Enter> . This message appears  Attention: Please check Basic Pay infotype (0008) .
3. <Enter> . The system displays this message  Record valid from 07/01/2007 to 12/31/9999 delimited at end indicating the previous record's end date is changed.
4. <Enter>  to validate the information.
5. <Save>  to save the information.



**Create Planned Working Time**

**Work schedule**

Personnel No	2632	Name	Freida ...	Status	Active
EE group	1 Regular State Empl.	Personnel ar	PT36	Mt. Nebo State Park	
EE subgroup	UE Employee	SSN	999-03-1531		
Start	07/12/2009	To	12/31/9999		

**Work schedule rule**

Work schedule rule	OPEN08	Open Schedule 8 hours
Time Mgmt status	1 - Time evaluation of actual times	
Working week	Sunday to Saturday	
<input type="checkbox"/> Part-time employee		

**Working time**


Employment percent	100.00	<input type="checkbox"/> Dyn. daily work schedule
Daily working hours	8.00	
Weekly working hours	40.00	
Monthly working hrs	173.33	
Annual working hours	2080.00	
Weekly workdays	5.00	






## Basic Pay (Infotype 0008)

Basic pay verification is critical. A number of fields populate according to the position number. You must select a reason code and verify the level number.


### Action Steps:

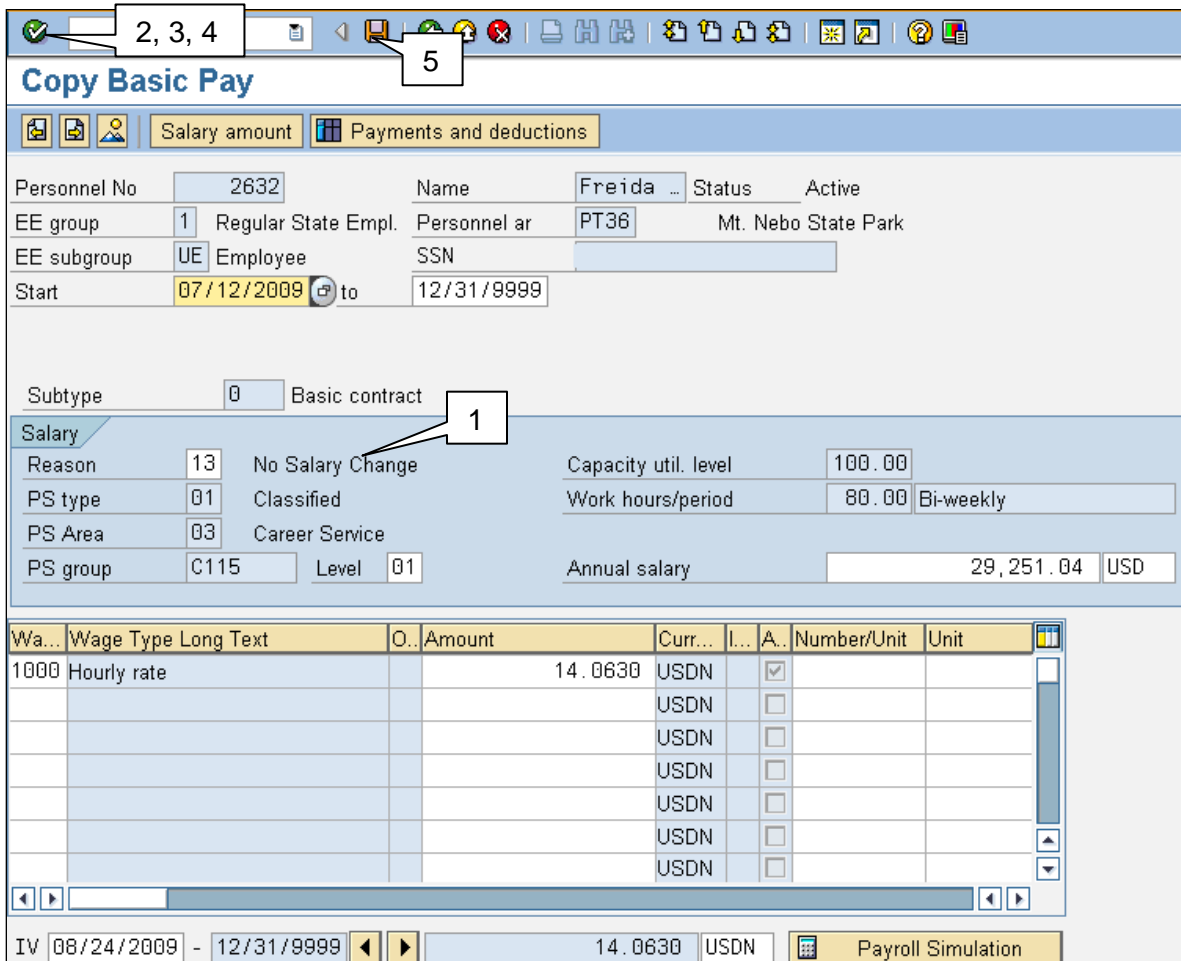
1. Select a reason code corresponding with the reason code selected for *Action* (IT0000). Verify the level code, changing if necessary.
2. <Enter> . A message alerts the user to the annual salary amount.

 Annual salary will be changed to minimum from range (29,251.04 - 49,682.88) - rule (0013)

3. <Enter> . The system displays this message  
 Record valid from 07/01/2007 to 12/31/9999 delimited at end indicating the previous record's end date is changed.

4. <Enter>  to validate the information.

5. <Save>  to save the information.



**Copy Basic Pay**

Personnel No 2632 Name Freida ... Status Active  
 EE group 1 Regular State Empl. Personnel ar PT36 Mt. Nebo State Park  
 EE subgroup UE Employee SSN  
 Start 07/12/2009 to 12/31/9999

Subtype 0 Basic contract

**Salary**

Reason 13 No Salary Change Capacity util. level 100.00  
 PS type 01 Classified Work hours/period 80.00 Bi-weekly  
 PS Area 03 Career Service  
 PS group C115 Level 01 Annual salary 29,251.04 USD

Wa...	Wage Type Long Text	O..	Amount	Curr...	I...	A..	Number/Unit	Unit
1000	Hourly rate		14.0630	USDN		<input checked="" type="checkbox"/>		
				USDN		<input type="checkbox"/>		
				USDN		<input type="checkbox"/>		
				USDN		<input type="checkbox"/>		
				USDN		<input type="checkbox"/>		
				USDN		<input type="checkbox"/>		
				USDN		<input type="checkbox"/>		

IV 08/24/2009 - 12/31/9999 14.0630 USDN Payroll Simulation


## Bank Details (Infotype 0009)

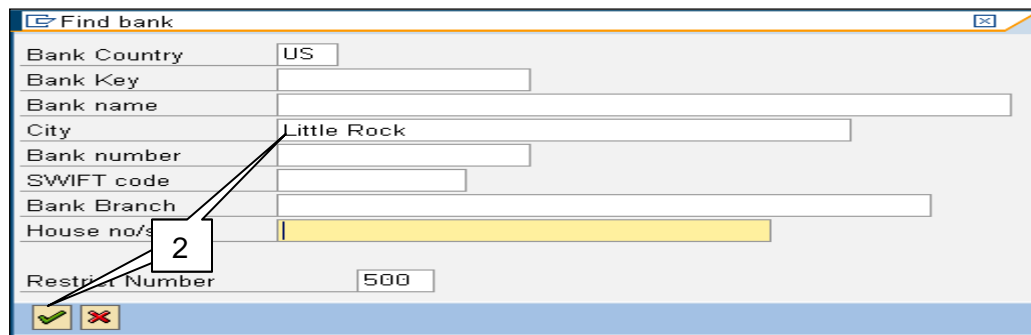
Verification to ensure the accuracy of the bank details infotype is required in order for the employee's pay to be transferred to the correct account. Any questions regarding direct deposit should be forwarded to OPM State Payroll.


The following fields must be entered when an employee is paid via direct deposit:

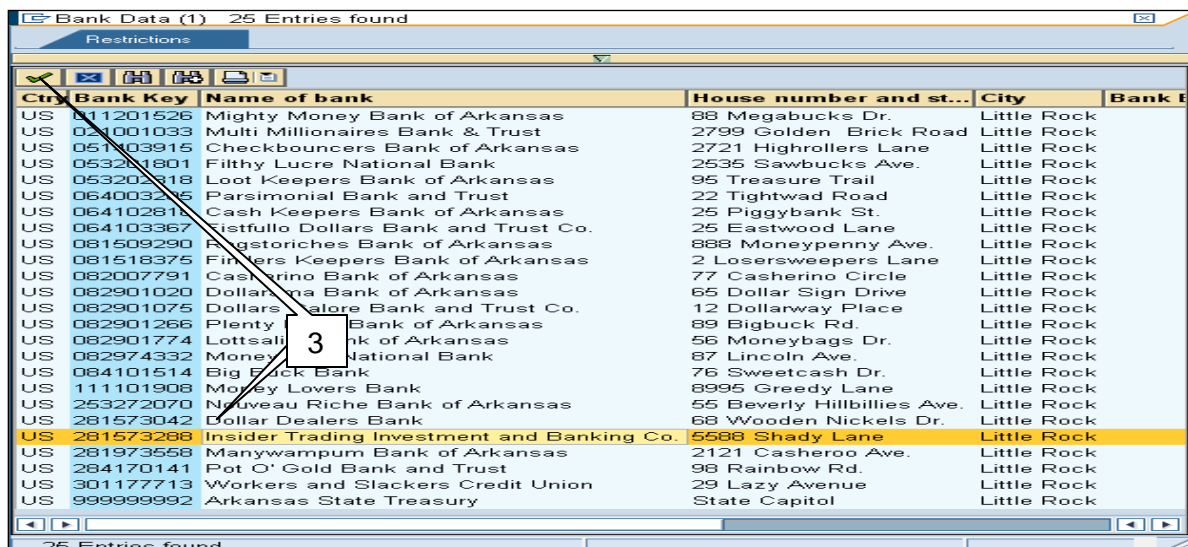
- *Bank Details Type* (main bank)
- *Bank key* (bank routing number)
- *Bank Account Number* (cannot exceed 13 digits)
- *Bank control key* (type of account: checking or savings)
- *Payment method* defaults to D (direct deposit)

### Action Steps:

1. In the *Bank key* field, enter the routing number or click on the drop-down box.
2. A *Find Bank* box appears. Enter the name of the city or the name of the bank, and <Green check mark> .



3. From the list of banks, highlight the bank. <Green check mark> .
- Important:** Verify that this number matches documentation (routing number, bank name, city) provided by the employee.





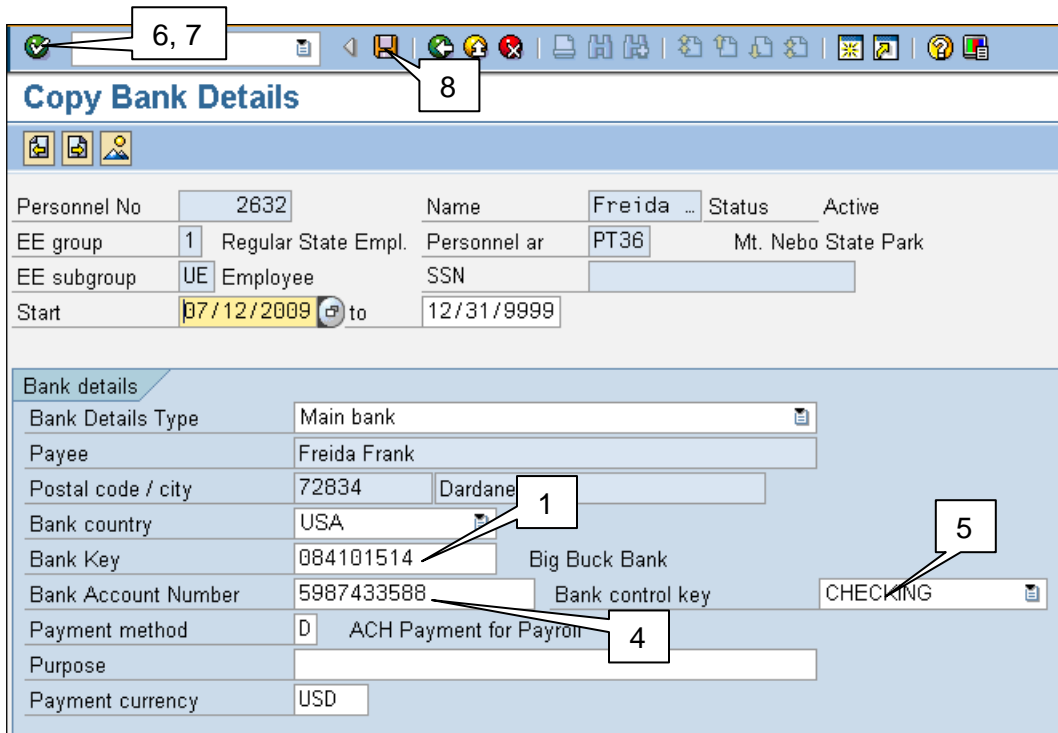
Country	Bank Key	Name of bank	House number and st...	City	Bank I
US	011201526	Mighty Money Bank of Arkansas	88 Megabucks Dr.	Little Rock	
US	024001033	Multi Millionaires Bank & Trust	2799 Golden Brick Road	Little Rock	
US	051003915	Checkbouncers Bank of Arkansas	2721 Highrollers Lane	Little Rock	
US	053201801	Filthy Lucre National Bank	2535 Sawbucks Ave.	Little Rock	
US	053201818	Loot Keepers Bank of Arkansas	95 Treasure Trail	Little Rock	
US	064003275	Parsimonious Bank and Trust	22 Tightwad Road	Little Rock	
US	064103367	Cash Keepers Bank of Arkansas	25 Piggybank St.	Little Rock	
US	064103367	Frstfullo Dollars Bank and Trust Co.	25 Eastwood Lane	Little Rock	
US	081509290	Frstfullo Bank of Arkansas	888 Moneypenny Ave.	Little Rock	
US	081518375	Finers Keepers Bank of Arkansas	2 Losersweepers Lane	Little Rock	
US	082007791	Cashirino Bank of Arkansas	77 Casherino Circle	Little Rock	
US	082901020	Dollarina Bank of Arkansas	65 Dollar Sign Drive	Little Rock	
US	082901075	Dollarsalors Bank and Trust Co.	12 Dollarway Place	Little Rock	
US	082901266	Plenty Bank of Arkansas	89 Bigbuck Rd.	Little Rock	
US	082901774	Lottsal Bank of Arkansas	56 Moneybags Dr.	Little Rock	
US	082974332	Moneybags National Bank	87 Lincoln Ave.	Little Rock	
US	084101514	Big Buck Bank	76 Sweetcash Dr.	Little Rock	
US	111101908	Money Lovers Bank	8995 Greedy Lane	Little Rock	
US	253272070	Nouveau Riche Bank of Arkansas	55 Beverly Hillbillies Ave.	Little Rock	
US	281573042	Dollar Dealers Bank	68 Wooden Nickels Dr.	Little Rock	
US	281573288	Insider Trading Investment and Banking Co.	5588 Shady Lane	Little Rock	
US	281973558	Manywampum Bank of Arkansas	2121 Casheroo Ave.	Little Rock	
US	284170141	Pot O' Gold Bank and Trust	98 Rainbow Rd.	Little Rock	
US	301177713	Workers and Slackers Credit Union	29 Lazy Avenue	Little Rock	
US	999999992	Arkansas State Treasury	State Capitol	Little Rock	

4. Enter *Bank Account Number*.
5. Select *Bank control key*. This field defaults to checking.

6. <Enter> . The system displays this message

 Record valid from 07/01/2007 to 12/31/9999 delimited at end indicating the previous record's end date is changed.

7. <Enter>  to validate the information
8. <Save>  to save the information.



The screenshot shows a web application window titled "Copy Bank Details". The window has a toolbar at the top with various icons. A callout box labeled "6, 7" points to the top-left corner of the window. A callout box labeled "8" points to the "Save" icon in the toolbar. The form contains the following fields:

Personnel No	2632	Name	Freida ...	Status	Active
EE group	1 Regular State Empl.	Personnel ar	PT36	Mt. Nebo State Park	
EE subgroup	UE Employee	SSN			
Start	07/12/2009 to	12/31/9999			

Below the personnel information is a section titled "Bank details" with the following fields:

Bank Details Type	Main bank
Payee	Freida Frank
Postal code / city	72834 Dardane
Bank country	USA
Bank Key	084101514 Big Buck Bank
Bank Account Number	5987433588
Bank control key	CHECKING
Payment method	D ACH Payment for Payroll
Purpose	
Payment currency	USD


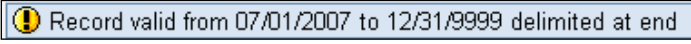


Numbered callouts on the form:

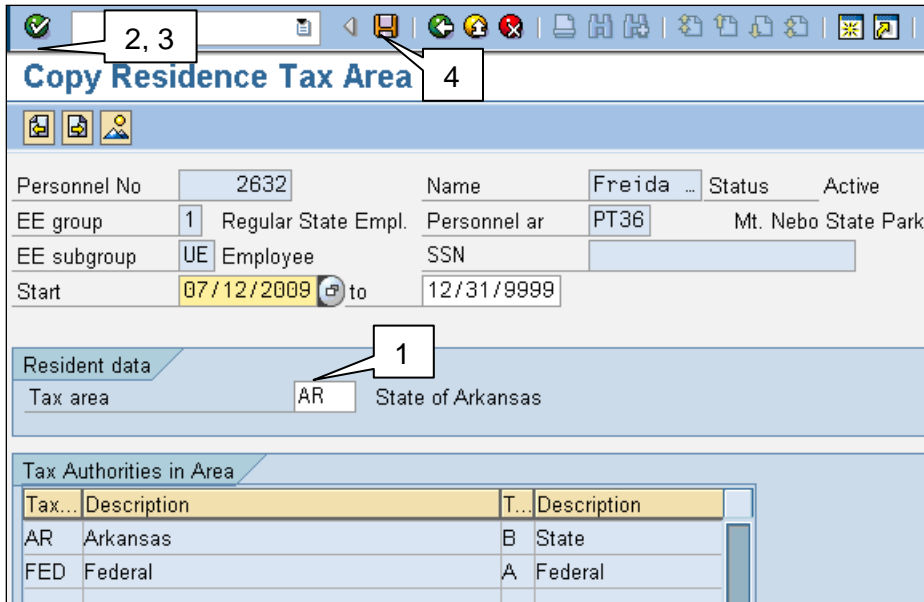
- 1: Points to the "Bank country" field (USA).
- 4: Points to the "Payment method" field (D ACH Payment for Payroll).
- 5: Points to the "Bank control key" field (CHECKING).

## Residence Tax Area (Infotype 0207)

This screen lists the employee's state of residence for tax purposes. If the employee does not live in the State of Arkansas, the only selection option for this infotype is Federal. If tax area for Arkansas or Texarkana, Arkansas is selected, the Federal tax defaults.

### Action Steps:

1. Verify the information.
2. <Enter> . The system displays this message  
 indicating the previous record's end date is changed.
3. <Enter>  to validate the information.
4. <Save>  to save the information.



**Copy Residence Tax Area**

Personnel No 2632 Name Freida ... Status Active  
 EE group 1 Regular State Empl. Personnel ar PT36 Mt. Nebo State Park  
 EE subgroup UE Employee SSN  
 Start 07/12/2009 to 12/31/9999

**Resident data**  
 Tax area AR State of Arkansas

**Tax Authorities in Area**

Tax...	Description	T...	Description
AR	Arkansas	B	State
FED	Federal	A	Federal

## Work Tax Area (Infotype 0208)

This infotype records the amount of time, throughout the tax period, an employee spends in each locality other than their *Residence Tax Area* (IT0207).


### Action Steps:

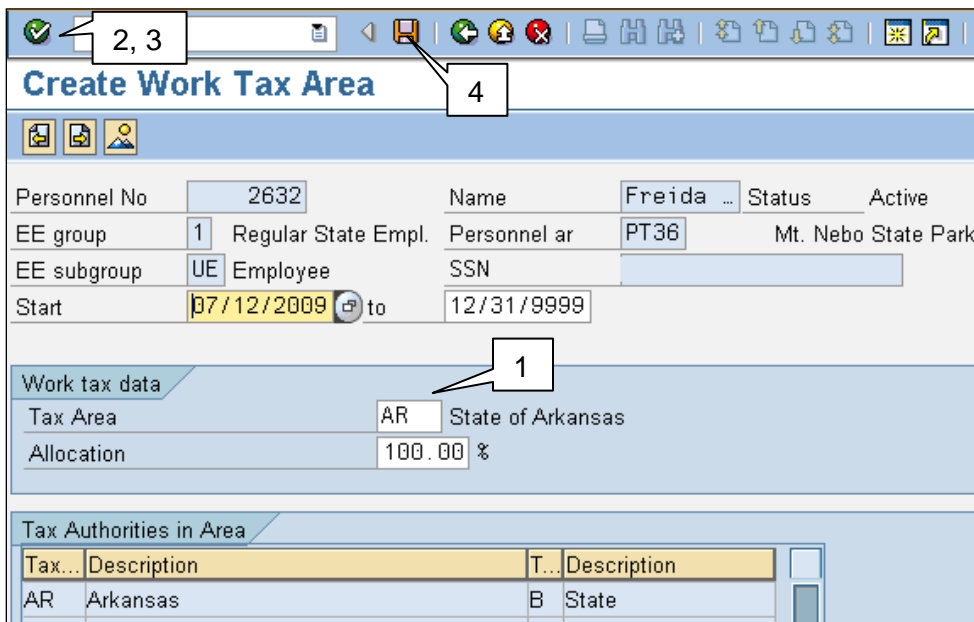
1. Verify information and change if necessary. Defaults are from Resident Tax Area.

2. <Enter> . The system displays this message

 Record valid from 07/01/2007 to 12/31/9999 delimited at end indicating the previous record's end date is changed.

3. <Enter>  to validate the information.

4. <Save>  to save the information.



**Create Work Tax Area**

Personnel No 2632 Name Freida ... Status Active  
 EE group 1 Regular State Empl. Personnel ar PT36 Mt. Nebo State Park  
 EE subgroup UE Employee SSN  
 Start 07/12/2009 to 12/31/9999

**Work tax data**

Tax Area AR State of Arkansas  
 Allocation 100.00 %


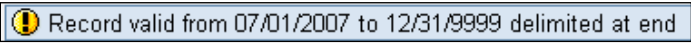


**Tax Authorities in Area**

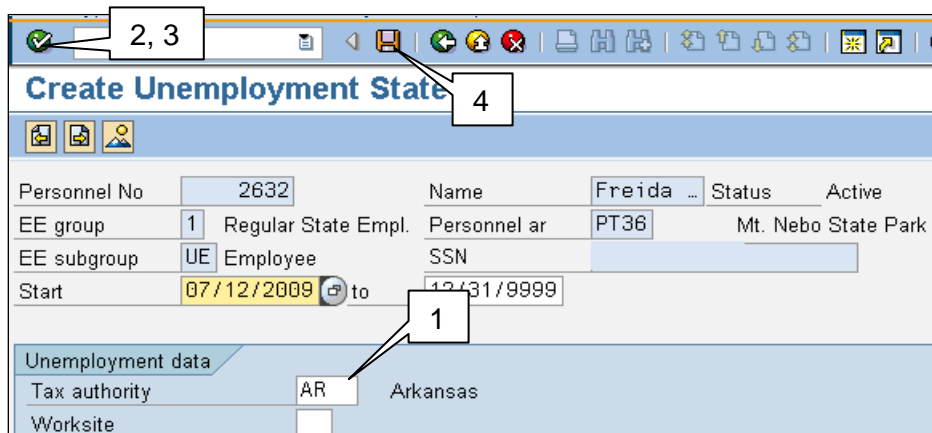
Tax...	Description	T...	Description
AR	Arkansas	B	State

## Unemployment State (Infotype 0009)

This screen records the state responsible for paying the employee's unemployment insurance. On this infotype, if your agency utilizes the *Worksite* field and the worksite you need is not included in the drop-down list, contact the AASIS Help Desk at 501-683-2255 to have the work type added.

### Action Steps:

1. Verify information and change if necessary – (defaults from Resident Tax Area.)
2. <Enter> . The system displays this message  
 indicating the previous record's end date is changed.
3. <Enter>  to validate the information.
4. <Save>  to save the information.



The screenshot shows the 'Create Unemployment State' screen. The top toolbar contains various icons, with callouts 2 and 3 pointing to the 'Enter' and 'Save' keys respectively. Callout 4 points to the 'Save' button in the top right corner. The main form area contains the following fields:

Personnel No	2632	Name	Freida ...	Status	Active
EE group	1 Regular State Empl.	Personnel ar	PT36	Mt. Nebo State Park	
EE subgroup	UE Employee	SSN			
Start	07/12/2009	to	12/31/9999		
<b>Unemployment data</b>					
Tax authority	AR	Arkansas			
Worksite					

## Withholding Info W4/W5 (Infotype 0210)

This infotype stores the information presented by the employee on the W4/W5 forms. This information is used by payroll to calculate withholding tax. The screen will appear twice: first, for State withholding information, then for Federal withholding information.

The *Dependent allowance* field must reflect the number of dependents the employee is claiming on the withholding form. If the employee elects to withhold additional amounts from their pay, enter the dollar amount in the *Additional Withholding* field.

Only two groups of employees are eligible for exemption from Arkansas income tax (Arkansas Acts 48 and 177 of 1977). These include employees living within the city limits of Texarkana, Arkansas and employees living within the city limits of Texarkana, Texas.


Employees living within the city limits of Texarkana, Arkansas do not have to work in Texarkana, Arkansas, or Texarkana, Texas in order to qualify for this exemption. In fact, no limitations exist as to where they may work.

On the other hand, employees working within the city limits of Texarkana, Arkansas but do not live within the city limits of Texarkana, Arkansas are not exempt from Arkansas income tax. For example: an employee living in Hope, AR but working within the city limits of Texarkana, AR, is not exempt from Arkansas income tax.

Employees living within the city limits of Texarkana, Texas must work within the city limits of Texarkana, Arkansas to be exempt from Arkansas income tax. These employees are not exempt from Arkansas income tax if they work anywhere else in Arkansas. For example: an employee living in Texarkana, Texas but working in Magnolia, Arkansas is not exempt from Arkansas income tax.

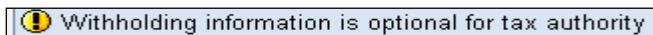
If an employee elects to have additional money withheld for either state or federal taxes ensure the amount is placed in the *Additional Withholding* field and not in *Exemption amount* field. If an employee is exempt, use "R" in the *Tax exempt* field. Contact OPM/State Payroll Systems with any questions concerning this infotype.

### Action Steps for State:


1. Select filing status.
2. Enter the employee's allowances and/or additional amounts, if applicable.
3. <Enter> . This dialog box appears.







4. <Enter>  again. This message appears.

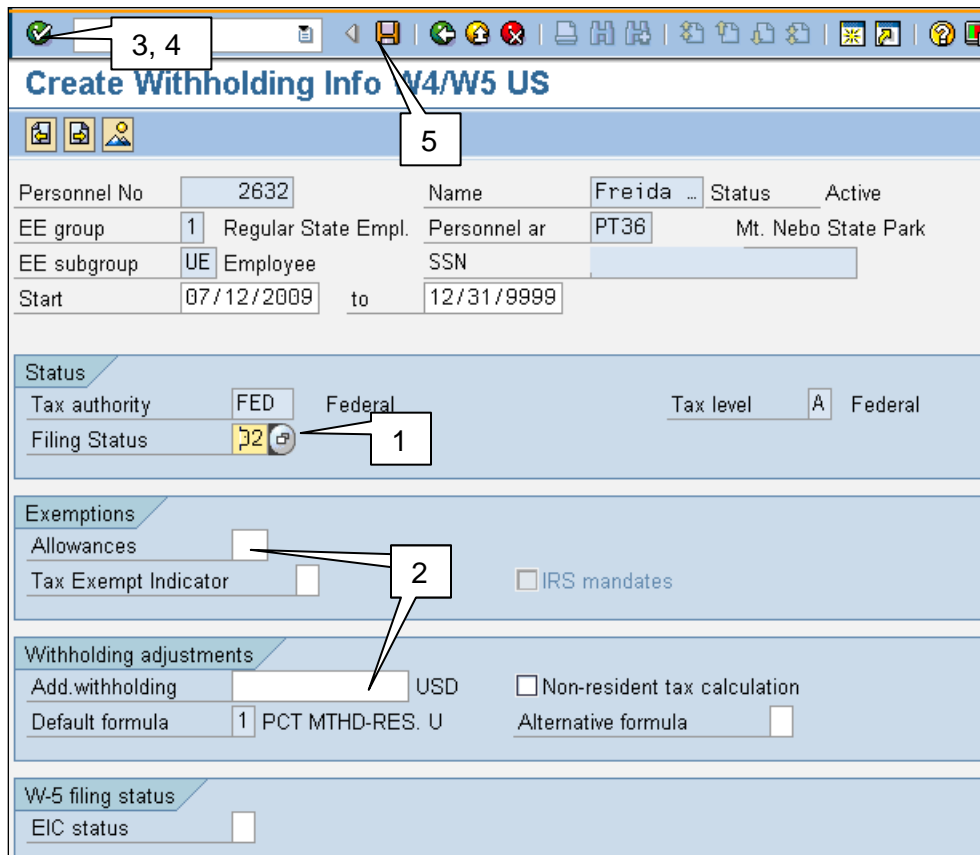


5. <Enter> . The system displays this message  indicating the previous record's end date is changed.

6. <Save>  to save the information.

**Action Steps: For Federal**

1. Select filing status.
2. Enter the employee's allowances and/or additional amounts, if applicable.
3. <Enter> . The system displays this message  
 Record valid from 07/01/2007 to 12/31/9999 delimited at end indicating the previous record's end date is changed.
4. <Enter>  to validate the information.
5. <Save>  to save the information.



The screenshot shows the 'Create Withholding Info W4/W5 US' form. Callouts indicate the following steps:

- Callout 1:** Points to the 'Filing Status' dropdown menu, which is currently set to '32'.
- Callout 2:** Points to the 'Allowances' input field in the 'Exemptions' section.
- Callout 3, 4:** Points to the top toolbar, specifically the 'Enter' key icon.
- Callout 5:** Points to the 'Save' icon in the top toolbar.

The form contains the following fields and sections:

- Personnel Info:** Personnel No (2632), Name (Freida ...), Status (Active), EE group (1 Regular State Empl.), Personnel ar (PT36), Mt. Nebo State Park, EE subgroup (UE Employee), SSN ( ), Start (07/12/2009) to (12/31/9999).
- Status:** Tax authority (FED Federal), Tax level (A Federal), Filing Status (32).
- Exemptions:** Allowances ( ), Tax Exempt Indicator ( ), IRS mandates ( ).
- Withholding adjustments:** Add withholding ( ) USD, Non-resident tax calculation ( ), Default formula (1 PCT MTHD-RES. U), Alternative formula ( ).
- W-5 filing status:** EIC status ( ).

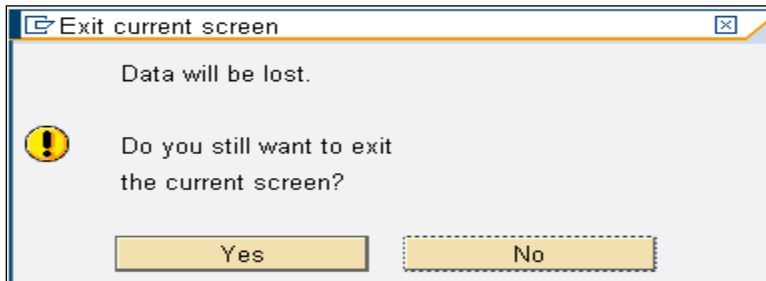


## Family Member/Dependents (Infotype 0201)



Agencies may want to enter family information for emergency contact. This screen is optional. The primary purpose for this optional screen is for benefits enrollment.



If information is not entered, click <Next Record>  and Click Yes to continue to the next screen.




### Action Steps:

1. If required, enter the information.
2. <Enter>  to validate the information.
3. <Save>  to save the information.

**Copy Family Member/Dependents**

Personnel No	2632	Name	Freida ...	Status	Active
EE group	1 Regular State Empl.	Personnel ar	PT36	Mt. Nebo State Park	
EE subgroup	UE Employee	SSN			
Start	07/12/2009	To	12/31/9999		

Member: Emergency contact  Number: 01

Last name: Frank 1

First name: Fred

Gender: ☐ Female ☒ Male

Telephone number:

Street:

Addr Line 2:

City/State:

Zip/country:

## Communication (Infotype 0105)

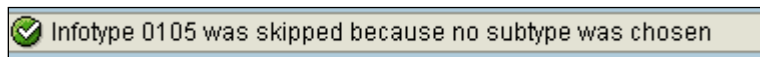
This optional infotype houses the employee's user ID after it has been set up and assigned by the AASIS system.

### Action Steps:

1. To complete the Hire Action on this employee, click on the subtype from the pop-up screen or use the "X" to cancel this screen and return to the Master Data menu.

STyp	Name
0001	System user name (SY-UNAME)
0002	SAP2
0003	Netpass
0004	TSO1
0005	Fax
0006	Voice mail

The following message appears after returning to the *Actions* screen.



**Congratulations! You have completed the rehire process.**



## Re-employment of Retiree

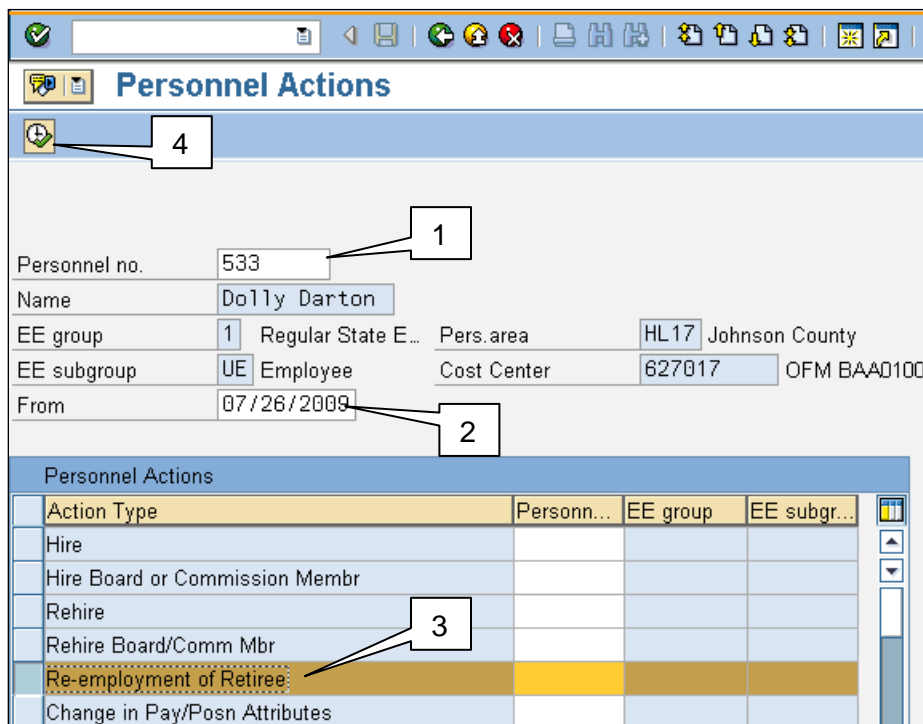
OPM oversees the rehiring of a retiree. Upon determining a retiree is going to be re-employed, the agency must verify prior employment and contact OPM to determine the revised *Career Service Date* and *Leave Accrual Date*.

## Personnel Actions

A number of infotype screens are already populated. This does not ensure that the information is current and accurate. Verify each infotype screen!

### Action Steps:

1. Enter the *personnel number*. <Enter> .
2. Enter the *From* date. Verify the date of hire before saving the screen.
3. Select *Re-employment of Retiree* action.
4. <Execute> .



The screenshot shows the 'Personnel Actions' window. Callout 1 points to the 'Personnel no.' field containing '533'. Callout 2 points to the 'From' date field containing '07/26/2009'. Callout 3 points to the 'Re-employment of Retiree' option in the 'Action Type' list. Callout 4 points to the 'Execute' button (a clock icon) in the top left corner of the window.

Personnel no. 533

Name Dolly Darton

EE group 1 Regular State E... Pers.area HL17 Johnson County


EE subgroup UE Employee Cost Center 627017 OFM BAA0100

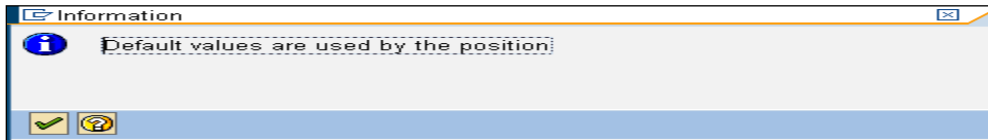
From 07/26/2009





Action Type	Personn...	EE group	EE subgr...
Hire			
Hire Board or Commission Membr			
Rehire			
Rehire Board/Comm Mbr			
Re-employment of Retiree			
Change in Pay/Posn Attributes			

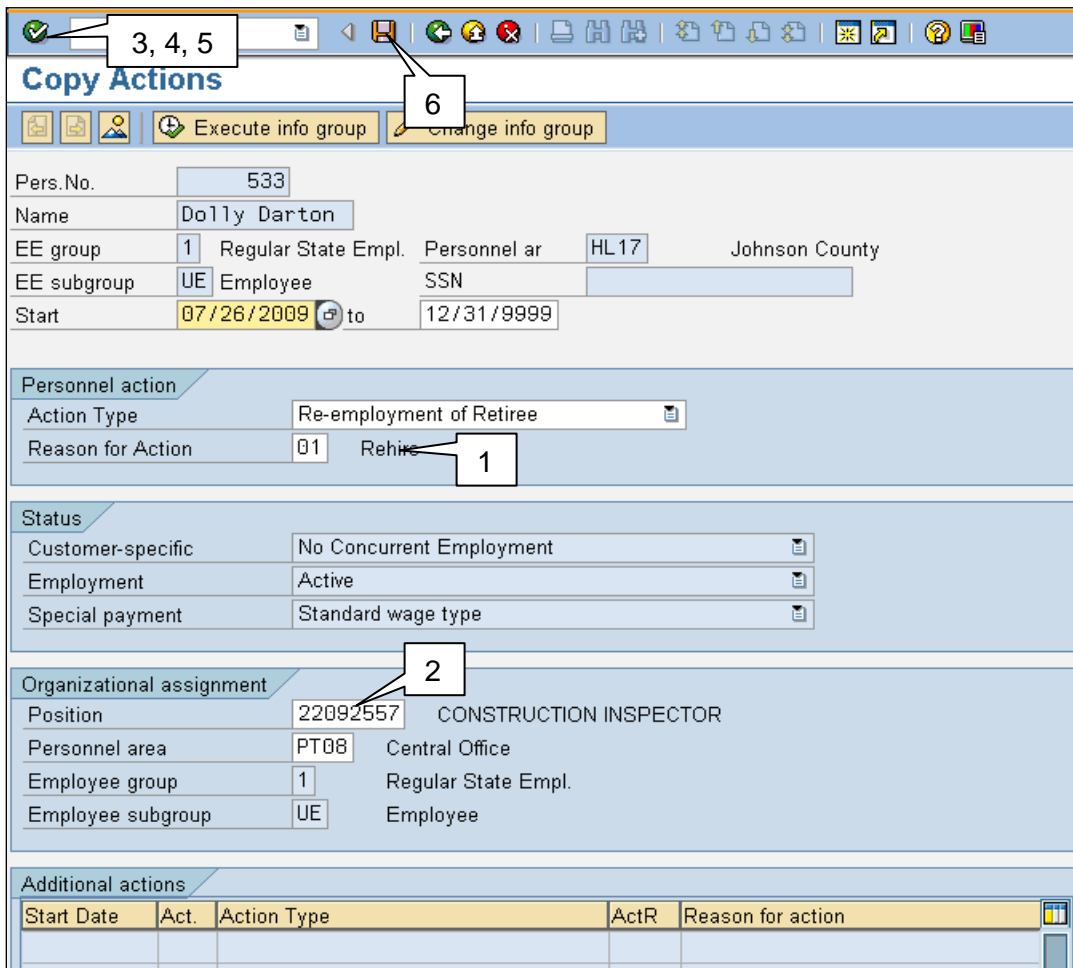
## Actions (Infotype 0000)

### Action Steps:

1. Select rehire as the *Reason for Action*.
2. Enter the *position number*.
3. <Enter> . This message appears.



4. <Enter> . The system displays this message  
 Record valid from 12/09/2003 to 12/31/9999 delimited at end indicating the previous record's end date is changed.
5. <Enter>  to validate the information.
6. <Save>  to save the information.



**Copy Actions**

Execute info group | Change info group

Pers.No. 533  
 Name Dolly Darton  
 EE group 1 Regular State Empl. Personnel ar HL17 Johnson County  
 EE subgroup UE Employee SSN  
 Start 07/26/2009 to 12/31/9999

**Personnel action**  
 Action Type Re-employment of Retiree  
 Reason for Action 01 Rehire

**Status**  
 Customer-specific No Concurrent Employment  
 Employment Active  
 Special payment Standard wage type

**Organizational assignment**  
 Position 22092557 CONSTRUCTION INSPECTOR  
 Personnel area PT08 Central Office  
 Employee group 1 Regular State Empl.  
 Employee subgroup UE Employee



**Additional actions**

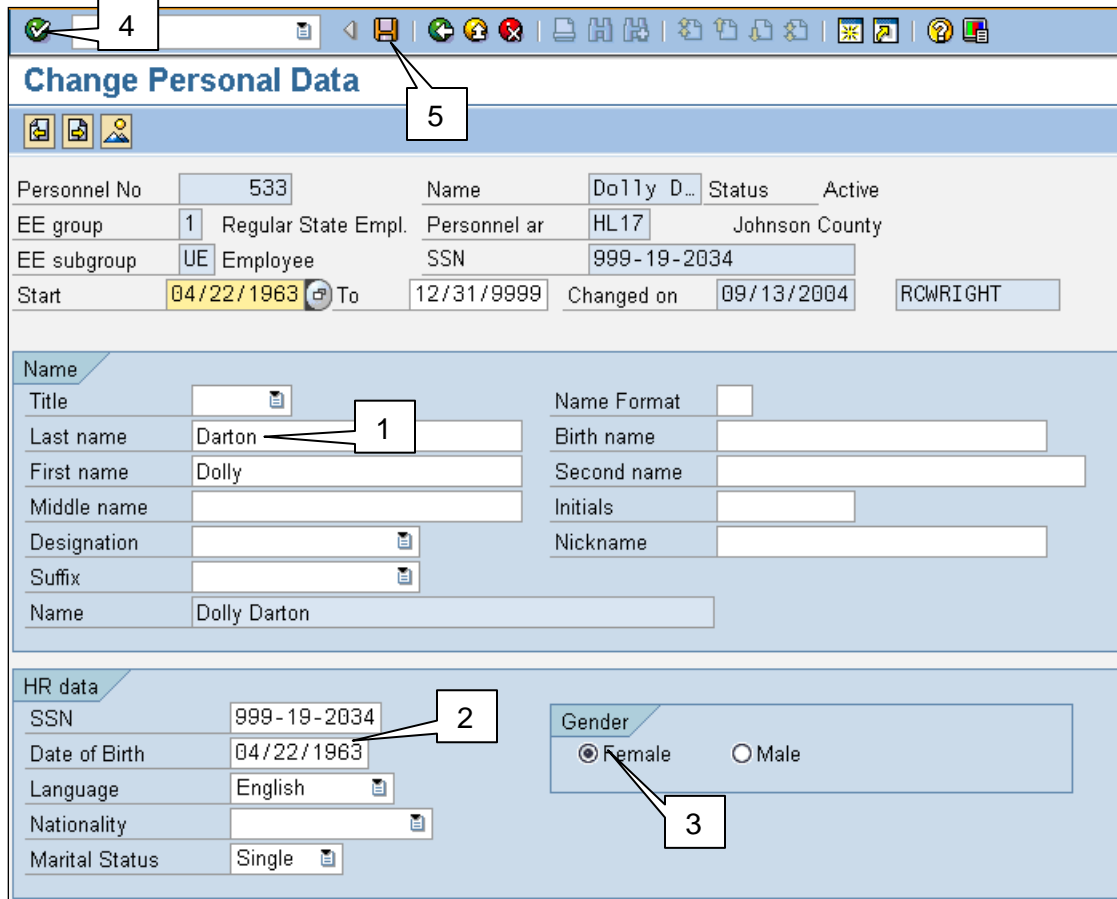
Start Date	Act.	Action Type	ActR	Reason for action

## Personal Data (Infotype 0002)

In this section, check the name of the employee for possible changes.

### Action Steps:

1. Enter *First name* and *Last name*.
2. Enter information i.e. *Date of Birth*, or *SSN*.
3. Check the *gender* information because the system defaults to Female.
4. <Enter>  to validate the information.
5. <Save>  to save the information.



**Change Personal Data**

Personnel No 533 Name Dolly D... Status Active  
 EE group 1 Regular State Empl. Personnel ar HL17 Johnson County  
 EE subgroup UE Employee SSN 999-19-2034  
 Start 04/22/1963 To 12/31/9999 Changed on 09/13/2004 RCWRIGHT

**Name**

Title  
 Last name Darton  
 First name Dolly  
 Middle name  
 Designation  
 Suffix  
 Name Dolly Darton

Name Format  
 Birth name  
 Second name  
 Initials  
 Nickname

**HR data**

SSN 999-19-2034  
 Date of Birth 04/22/1963  
 Language English  
 Nationality  
 Marital Status Single

**Gender**





☒ Female ☐ Male

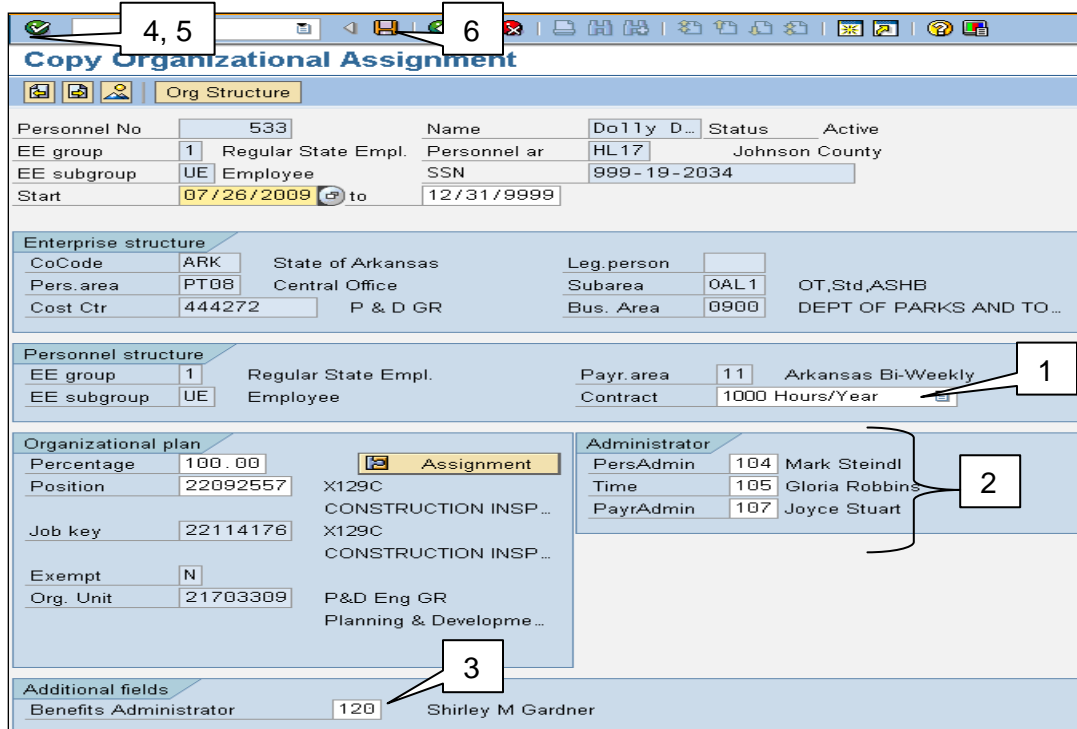
## Organizational Assignment (Infotype 0001)

There are special *Work Contract* fields for rehired retirees. An employee cannot be enrolled in a retirement system from which they are already drawing benefits. Two work contracts for rehired retirees are:

- RehirRet 1000YR -- A full time rehired retiree who retired in the same retirement plan of the hiring agency and works 1000 hours or more per year. This employee is eligible for enrollment in health and life plans but will not qualify for retirement benefits.
- RehireRet<20 WK – A rehired retiree who retired in the same retirement plan of the hiring agency and works less than 20 hours per week. This employee is not eligible for retirement, health, or life benefits.

### Action Steps:

1. Select the type of *work contract* (see note above).
2. Under Administrator, select the *PersAdmin, Time, and PayrAdmin administrators*.
3. Under *Additional fields*, select *Benefits Administrator*.
4. <Enter> . The system displays this message  
 Record valid from 12/09/2003 to 12/31/9999 delimited at end indicating the previous record's end date is changed.
5. <Enter>  to validate the information.
6. <Save>  to save the information.



**Copy Organizational Assignment**

**Org Structure**

Personnel No	533	Name	Dolly D...	Status	Active
EE group	1	Regular State Empl.	Personnel ar	HL17	Johnson County
EE subgroup	UE	Employee	SSN	999-19-2034	
Start	07/26/2009	to	12/31/9999		

**Enterprise structure**

CoCode	ARK	State of Arkansas	Leg.person	
Pers.area	PT08	Central Office	Subarea	0AL1
Cost Ctr	444272	P & D GR	Bus. Area	0900

**Personnel structure**

EE group	1	Regular State Empl.	Payr.area	11	Arkansas Bi-Weekly
EE subgroup	UE	Employee	Contract	1000 Hours/Year	

**Organizational plan**

Percentage	100.00	<b>Assignment</b> X129C CONSTRUCTION INSP... X129C CONSTRUCTION INSP... P&D Eng GR Planning & Developme...
Position	22092557	
Job key	22114176	
Exempt	N	
Org. Unit	21703309	

**Administrator**

PersAdmin	104	Mark Steindl
Time	105	Gloria Robbins
PayrAdmin	107	Joyce Stuart

**Additional fields**

Benefits Administrator	120	Shirley M Gardner
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**Continuation of the Rehire of Retiree Action**

The *Re-employment of Retiree* action is basically the same process as entering a *Rehire* action except for the special work contract field for the Organizational Assignment infotype. From this point forward, the remaining infotypes are the same as those in a *Rehire* action. The next screen is *Monitoring of Tasks* (Infotype 0019) which is on page 12 of this current chapter.

Congratulations! You are well on your way in completing the rehire process for the re-employment of a retiree.